

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 15th December, 2009**, at **7.00 p.m.**

PRESENT:

Councillor F. Purdue-Horan - Chairman
 “ G. Davidson
 “ J. Eagles
 “ F. Kerry
 “ A. Shelton
 “ Mrs. M. Stockwood

DECLARATIONS OF INTEREST:

Councillor Shelton declared an in interest in Folio 6195, Grant aid, Royal British Legion.

APOLOGIES:

No Apologies for Absence were received.

1.00 MINUTES:

The Minutes of the meeting held on the 27th October, 2009, having been circulated prior to the meeting, were taken as read, approved and signed by the Chairman as a correct record.

2.00 MATTERS ARISING FROM THE MINUTES (For information)

There were no Matters Arising to report.

3.00 BUDGET REPORT 'A', INCLUDING BUTT FIELD STATEMENT:

The Clerk answered any queries and it was

RECOMMENDED to approve the figures provided. (attached)

4.00 ACCOUNTS FOR PAYMENT - REPORT 'B':

Accounts were presented for payment and the Clerk also requested reimbursement of £90.00 for CiLCA fees paid in October, 2009. (attached)

It was agreed to

RECOMMEND approval and reimbursement to The Clerk of £90.

5.00 ACCOUNTS PAID - REPORT 'C':

Accounts paid since the last meeting were presented. The Clerk answered any queries and it was agreed to

RECOMMEND approval of accounts paid. (attached)

Continued...../

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 15th December, 2009**, at **7.00 p.m.** continued.....

6.00 **RECOMMENDATIONS FROM RECREATIONAL & CEMETERY COMMITTEE TO SUPPORT THE WIND TURBINE PROJECT AND USE OF BUTT FIELD BY WALLENFELS VISITORS FOR CAMPING:**

Standing Orders were suspended to allow Mr. Steve McRobie to update members on the current position with grant-funders.

- 01 Mr. McRobie confirmed that E-on had amended its quotation which meant that all the requirements could be included within the original figure. However, this would necessitate a change of supplier and this then impacted on the grant applications which had been made as one of the grant-funders (Low Carbon Building Programme) required a new grant application. Whilst this may delay the process slightly, the positive result was that the fifty per cent funding could be fifty per cent of the higher figure, i.e. more grant funding. The other grant funder was able to honour the original application, and a letter confirming the revised supplier would be sufficient.

The Chairman thanked Mr. McRobie for all his hard work and Standing Orders were resumed.

Members

RECOMMENDED reapplying for grant funding and using the new supplier recommended by E-on.

- 02 The Mayor confirmed receipt of a letter from a concerned resident about the use of Butt Field for camping by Wallenfels visitors. The concerns were that of unauthorised travellers and future use of the field, i.e. not to set a precedent.

Members

RECOMMENDED granting "Special Permission" for visitors from our twin town of Wallenfels to use Butt Field as a camping base whilst visiting Bingham, subject to stringent Health & Safety (security and crossing of the railway line, etc.) policies being drawn up prior to the visit. A precedent has not been set and permission for each visit is to be obtained from the Town Council.

7.00 **REVENUE /CAPITAL BUDGETS FOR 2010/2011, INCLUDING PRECEPT/RESERVES, ETC. - REPORT 'D':**

After making amendments to the budgets put forward by the various committees it was agreed to

RECOMMEND the following budgets and precept for 2010/2011:-

Continued...../

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 15th December, 2009**, continued.....

7.00 **REVENUE /CAPITAL BUDGETS FOR 2010/2011, INCLUDING PRECEPT/RESERVES, ETC. - REPORT 'D' continued.....**

Allotments

	Budget 2009/2010	Budget 2010/2011
<u>Expenditure</u>		
Rent (1)	400	400
Water charges	550	550
Maintenance (2)	300	2300
Tenants' rental		
	1250	3250
<u>Less Income</u>		
Rent (3)	-300	-300
	950	2950

Cemetery/Church Yard

	Budget 2009/2010	Budget 2010/2011
<u>Expenditure</u>		
Rates	250	500
Water/drainage	335	350
Grave Digging	2000	2000
Electricity	320	350
Maintenance	500	500
Memorials	550	550
	3955	4250
<u>Less Income</u>		
Fees & Memorials	-4350	-4350
	-395	-100

Continued...../

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 15th December, 2009**, continued.....

7.00 **REVENUE /CAPITAL BUDGETS FOR 2010/2011, INCLUDING PRECEPT/RESERVES, ETC. - REPORT 'D' continued.....**

Community

	Budget 2009/2010	Budget 2010/2011
<u>Expenditure</u>		
CCTV Maintenance	750	750
Notice Boards	100	100
Town Map	10	15
Trans to Comm. Reserve		500
	860	1365
Less Income		
Map sales	-10	-15
	850	1350

Environment

	Budget 2009/2010	Budget 2010/2011
<u>Expenditure</u>		
General Maintenance	300	500
Beautiful Bingham	5000	4500
Litter/Dog Bins (Env & Rec)	1000	0
	6300	5000

Finance

	Budget 2009/2010	Budget 2010/2011
<u>Expenditure</u>		
Salaries inc NI/Superan	55000	71000
Audit	4000	4000
Office expenses	5000	5000
Subscriptions/Training	2500	2500
Travel/Mileage	400	400
Civic Expenses	2200	2500

Continued...../

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 15th December, 2009**, continued.....

7.00 **REVENUE /CAPITAL BUDGETS FOR 2010/2011, INCLUDING PRECEPT/RESERVES, ETC. - REPORT 'D' continued.....**

Insurance	3900	2750
Advertising	300	300
Grant Aid / S137	5000	5000
Elections	0	0
	78300	93450
Less Income		
Civic Expenses		
Investments	-3000	-300
	75300	93150

Old Court House

	Budget	Budget
	2009/2010	2010/2011
<u>Expenditure</u>		
Caretaker	4800	5600
Insurance	1800	1200
Water rates	775	750
Non domestic rates	8000	8000
Gas/Electricity	5000	5000
Repairs/ Maintenance	5000	5000
Equipment	400	400
Civil Ceremony Licence	1250	0
	27025	25950
Less Income		
Rents	-9000	-7000
Civil Ceremonies	0	0
Hirings	-2000	-1750
	16025	17200

Continued...../

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 15th December, 2009**, continued.....

7.00 **REVENUE /CAPITAL BUDGETS FOR 2010/2011, INCLUDING PRECEPT/RESERVES, ETC. - REPORT 'D' continued.....**

Promotion

	Budget 2009/2010	Budget 2010/2011
<u>Expenditure</u>		
Town Fair	3300	3300
Christmas Fair	1800	1800
Christmas lights	6000	7000
Other promotions	500	500
Web Site	400	400
Town News/leaflets	2000	2000
Crosswords	80	120
Town Guide/Promotional Literature	1000	0
	15080	15120
<u>Less Income</u>		
Other Promotions		0
Town Fair	0	0
Christmas Fair	0	0
	15080	15120

Recreation

	Budget 2009/2010	Budget 2010/2011
<u>Expenditure</u>		
Play Area Maintenance	5000	5000
Fees	250	250
Rent	250	250
Fencing	0	5000
P3	0	0
	5500	10500
<u>Less Income</u>		
Play area maintenance P3	0	
Rents	-590	-590
Wayleaves	-120	-120
	4790	9790

Continued...../

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 15th December, 2009**, continued.....

7.00 **REVENUE /CAPITAL BUDGETS FOR 2010/2011, INCLUDING PRECEPT/RESERVES, ETC. - REPORT 'D' continued.....**

Depot

	Budget 2009/2010	Budget 2010/2011
Expenditure		
Eqpt		
Service/maintenance	8000	6000
Depot Maintenance	225	250
Mobile Telephones	350	300
Alarm	300	300
Tools/Small Equipment	75	75
Clothing	420	400
Wages	51500	61000
Vehicle Tax/Insurance	3000	3000
Fuel	3300	3300
Trans to Depot Reserve		10000
	67170	84625
Less income		
Grass cutting	-1350	-1350
Fuel refund	0	
	65820	83275

**PROPERTY
DEVELOPMENT RESERVE**

	Budget 2009/2010	Budget 2010/2011
<u>Expenditure</u>		
Trans to Prop Devel Reserve		23000
	0	23000

Continued...../

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 15th December, 2009**, continued.....

7.00 REVENUE /CAPITAL BUDGETS FOR 2010/2011, INCLUDING PRECEPT/RESERVES, ETC. - REPORT 'D' continued.....

TOWN COUNCIL BUDGET 2010/2011	Budget	Budget
	2009/2010	2010/2011
<u>Revenue</u>		
Allotments	950	2950
Cemetery	-395	-100
Community	850	1350
Depot	65820	83275
Environment	6300	5000
Finance	75300	93150
Property Development		23000
Old Court House	16025	17200
Promotion	15080	15120
Recreation	4790	9790
	184720	250735

8.00 APPLICATIONS FOR GRANT AID - REPORT 'E', INCLUDING:

01 Bingham Youth Theatre Community Interest Company

Referring to the request for grant aid, it was

RECOMMENDED that £500.00 be awarded.

02 Bingham Heritage Trails Association

A request had been received for a grant aid from B.H.T.A. However, due to the high balance of the Group's funds, it was agreed that the Town Council is unable to assist with the application.

9.00 SUBSCRIPTIONS - REPORT 'F':

- 01 Society of Local Council Clerks
- 02 C.P.R.E.
- 03 Local Councils' Advisory Service

It was

RECOMMENDED that approval be given to the above subscription renewals.

Continued...../

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 15th December, 2009**, continued.....

10.00 APPOINTMENT OF INTERNAL AUDITOR:

It was

RECOMMENDED that approval be given to the appointment of the same internal auditor as last year due to his efficiency and reasonable charge.

11.00 RISK MANAGEMENT REVIEW - REPORT 'G'

The Clerk confirmed that the training policy had been amended to read 'Statement of Intent Training Policy'. It was agreed to

RECOMMEND approval of the Risk Management Policy.

12.00 WALLENFELS QUOTATION - REPORT 'H'

It was agreed to

RECOMMEND approval of the quotation from Jon Walker for the proposed site plan, Option 2. It was, however, noted that from the 1st January, 2010, there may be an increase in steel costs, and, to offset this, the provision of a piece of equipment for the Cogley Lane play area may have to be removed. It was agreed to place an article in the Town News, inviting residents to view the plans.

13.00 COMMEMORATION OF VICTORIA CROSS VETERAN FROM BINGHAM:

The Mayor confirmed that she had spoken to the Reverend David Harper, and a meeting is to be arranged with representatives from St. Mary's Church.

14.00 CORRESPONDENCE:-

01 Bingham Heritage Trails Association

A letter had been received about the Roman well which had been discovered on the A46. Councillors agreed that they were, in principle, in favour and willing to discuss options with B.H.T.A.

02 'Adopt-a-Kiosk'

Whilst the letter about this had been referred from the Environment Committee, the list of kiosks does not include any in Bingham, the reference to Bingham being Bingham Road at Tythby.

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Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 15th December, 2009**, continued.....

15.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

PRIOR TO THE COMMENCEMENT OF THE FOLLOWING BUSINESS, THE FOLLOWING RESOLUTION WAS PROPOSED, SECONDED AND CARRIED:

"In view of the confidential nature of the business about to be transacted, the Press and public be excluded from the remainder of the meeting. "

The following items were discussed:-

- 01 STAFFING MATTERS**
- 02 BUTT FIELD MATTERS**
- 03 ALLOTMENTS**

As there was no further business to transact, the meeting finished at 9.48 p.m.

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CHAIRMAN

Date:

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 15th December, 2009**, continued.....

BUDGET REPORT:

BINGHAM TOWN COUNCIL SUMMARY NOV 09

REPORT A cont.

BAL B.FWD	Receipts			Payments			Net Variance	
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget		
Allotments	300	380	80	1250	680.27	569.73	649.73	
Cemetery	4,350.00	3,359.00	-991.00	3,955.00	1,668.87	2,286.13	1,295.13	
Community	10.00	12.00	2.00	860.00	0.00	860.00	862.00	
Depot	1,350.00	0.00	-1,350.00	67,170.00	44,062.09	23,107.91	21,757.91	
Environment	0	30.00	30.00	6,300.00	6,561.25	-261.25	-231.25	
Finance	3,000.00	715.04	-2,284.96	78,300.00	53,653.15	24,646.85	22,361.89	
Old Court House	11000	6,631.26	-4,368.74	27,025.00	18,531.33	8,493.67	4,124.93	
Promotion	0	4,058.36	4,058.36	15,080.00	8,125.30	6,954.70	11,013.06	
Recreation	710.00	1,710.34	1,000.34	5,500.00	2,673.84	2,826.16	3,826.50	
TOTALS	20,720.00	16,896.00	-3,824.00	205,440.00	135,956.10	69,483.90	65,659.90	
Precept	184,720.00	184,720.00	0.00	0.00	0.00	0.00	0.00	0
Mayors Charity	0	174.63	174.63	0	0.00	0.00	0.00	174.63
Reserves								
Office Eqpt	0.00	0.00	0	0.00	0	0	0.00	
OCH Capital	0.00	0.00	0	0.00	0	0	0.00	
Depot	0.00	6,854.00	6854	0.00	0	0	6,854.00	
Allotment	0.00	0.00	0	0.00	0	0	0.00	
Environment	0.00	0.00	0	0.00	0	0	0.00	
General Reserve	64,981.77	0.00	0	0.00	10540.43	-10540.43	54,441.34	
Promotion	0.00	0.00	0	0.00	0	0	0.00	
Recreation	0.00	0.00	0	0.00	0.00	0	0.00	
Cemetery	0.00	0.00	0	0.00	0	0	0.00	
Community Capital	0.00	1,500.00	1500	0.00	1500	-1500	0.00	
Property Land	0.00	0.00	0	0.00	0	0	0.00	
Capital Total	64,981.77	8,354.00	8,354.00	0.00	12,040.43	-12,040.43	61,295.34	
Butt Field Project								
Pitch Works	-127,848.59	0.00	0	0.00	14,750.50	-14750.5	-142,599.09	
Pavilion/Access	-335,747.97	0.00	126,536.44	0.00	188,773.59	-188773.59	-397,985.12	
Fees	-37,949.15	0.00	0	0.00	20020.52	-20020.52	-57,969.67	
Land Purchase	-18,246.21	0.00	0	0.00	0	0	-18,246.21	
Football Foundation	383,849.00	33696	33696	0.00	0	0	417,545.00	
Contamination Work	-1,956.40	0.00	0	0.00	0	0	-1,956.40	
BF Project Total	-137,899.32	0.00	160,232.44	0.00	223,544.61	-223,544.61	-201,211.49	

Minutes of a meeting of the **Policy & Resources Committee**
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Church Street, Bingham, on **Tuesday, 15th December, 2009**,
continued.....

Accounts presented 15 December 2009

chq		
Auto	Wages w36	£1,181.73
	8731 HM Jarrow - Town News	£120.00
	8732 Prudential - LH AVC's	£100.00
	8733 Handicentre - repair/maint materials	£104.01
	8734 RBS Invoice Finance Ltd - keyholding	£39.10
	8735 RBC - litter pickers	£26.60
	8736 Eon - Cem Elec bill	£59.25
	8737 The Joker Entertainment - Christmas Fair	£414.00
	8738 HMRC PAYE M8	£3,068.05
	8739 Arrow Flexible Packaging Ltd - Dog bags	£155.25
Auto	Wages w37	£910.32
		<u>£6,178.31</u>

Minutes of a meeting of the **Policy & Resources Committee**
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continued.....

Accounts Paid 15 December 2009

Auto	Wages w30/M7	Wages w30/M7	2,995.87
Auto	Wages w30	Wages w30/M7	78.68
Auto	Wages w30	Wages w30/M7	749.47
DD	Tractor lease payment	HFGL Ltd	557.75
DD	Mobile phone bill (final pmt)	O2	19.84
DD	Monthly broadband charge	Tiscali	16.68
8687	Civic Service room hire	Bingham Methodist Church	117.00
8688	Petty Cash Purchases	Petty Cash	86.82
Auto	Wages w31	Wages w31	730.88
Auto	Wages w31	Wages w31	78.68
Auto	Wages w31	Wages w31	82.17
DD	non domestic rates	RBC	679.00
8689	Tax/NI M7	HM Revenue & Customs	966.86
8689	Tax/NI M7	HM Revenue & Customs	1,321.19
8690	Dog poop bags	Arrow Packaging	149.73
8691	Memorial Kerb & Tower Plaques	Granart Ltd	92.00
8692	LH AVC's	Prudential	100.00
8693	Superannuation M7	NCC	1,067.08
8693	Superannuation M7	NCC	80.16
8694	OCH access system repair	AST Systems	201.25
8695	Butt Field Pav Val 11	Beaufort Construction	29,720.08
8696	Copier charge	Reprotec Office Solutions	20.07
8697	Crossword prize	Mr C Pacey	20.00
Auto	Wages w32	Wages w32	738.14
Auto	Wages w32	Wages w32	83.00
Auto	Wages w32	Wages w32	89.58
8698	PRS licence	PR Society Ltd	27.95
8699	50+ leaflet insert	Bingham Parish Church	90.00
8700	Christmas Fair Santas gifts	A George	58.93
8701	Spring mobile spare parts	Wicksteed Leisure	79.47
8702	Remembrance Wreath	Royal British Legion	16.50
Auto	Wages w33	Wages w33	756.58
Auto	Wages w33	Wages w33	83.00
Auto	Wages w33	Wages w33	79.58
DD	OCH elec bill	Eon	250.00
DD	Copier lease	Siemens Financial Services	267.30
DD	non domestic rates	RBC	54.00
8703	Town News	H Jarrow	120.00
8704	Wayfinder path clearance	SW & AN Stubbs	357.42
8705	Keyholding service	RBS Invoice Finance Ltd	39.10
8706	Mileage (litter picking)	B Gardner	67.20
8707	Repair/maint materials	Handicentre(Bingham)	36.67
8707	Repair/maint materials	Handicentre(Bingham)	18.06
8708	Fuel account	Arval UK Ltd	173.00
8709	Christmas Fair posters	Universal Poster service	207.00
8711	Grant Aid	Bingham Robert Miles Infant sc	500.00
auto	Wages w34/M8	Wages w34/M8	3,548.74
auto	Wages w34	Wages w34/M8	207.11
auto	Wages w34	Wages w34/M8	1,202.73

Continued...../

Minutes of a meeting of the **Policy & Resources Committee**
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DD	Autopay charge	Nat West	4.00
DD	Tractor lease payment	HFGL Ltd	557.75
8713	Dog poop bags	Arrow Packaging	149.73
8714	Petty Cash Purchases	Petty Cash	83.57
8715	Superannuation M7	NCC	1,176.17
8715	Superannuation m7	NCC	108.30
8716	LH AVC's	Prudential	100.00
8717	PAT TESTING	Patco Events Ltd	215.74
8718	CCTV annual maint contract	Central Security Systems	333.50
8719	Copier charge	Reprotec Office Solutions	16.79
8720	Workwear	MG Safety Ltd	46.41
Auto	Wages w35	Wages w35	763.90
Auto	Wages w35	Wages w35	83.00
Auto	Wages w35	Wages w35	89.58
8721	OCH Gas bill	Eon	899.31
8723	Compliment slips	H Jarrow	20.00
8724	Buttercross inserts	Bingham Parish Church	390.00
8725	Quality status application	NALC	235.00
8726	Crossword prize	Mr D Fisher	20.00
8727	Christmas trees	D & R Simmons	839.50
8728	Service & parts	Platts Harris	212.04
8729	Stationery order	Viking Direct	151.12
8730	Christmas lights	Remco Signs	5,198.00
			<u>60,775.73</u>